



## Minutes

### Gadbrook Park Executive BID Meeting

**Meeting:** Gadbrook Park Executive Board  
**Date:** Wednesday 1<sup>st</sup> July 2020  
**Time:** 10:30am  
**Location:** Online Zoom Meeting

Name	Company	Name	Company
Mike Roberts (MR)	Roberts Bakery	Gareth Rigby (GR)	WVHT
Jane Hough (JH)	Groundwork CLM	Fran Johnson (FJ)	Howard Worth
Hugh Shields (HS)	Groundwork CLM	Richard Trout (RT)	Close Brothers
Chris McLaughlin (CM)	MIS Ltd	Gary Chester (GC)	
Mike Bracegirdle (MB)	Butcher Barlow solicitors	Stephanie Leese (SL)	Groundwork CLM
Dave Brooks (DB)	Turnkey		

#### Apologies

Name	Company		
Fran Johnson (FJ)	Howard Worth		

		Actions
<b>Welcome, Apologies and Actions from previous minutes</b>	<p>MR welcomed everyone to the meeting and hoped everyone was keeping well. Apologies were received from James Coleman and Jo Mitton.</p> <p><b>Outstanding Actions:</b></p> <p>JH has spoken to Cllr Cooper about entrance works. Cllr Cooper has chased Highways a number of times but has had no response. Work is still live but has been stalled due to Covid. Cllr Cooper has been pressing for an update. Gary Chester was invited to the meeting. SL and HS have been encouraging businesses to use Microlearn.</p> <p>The Minutes from the previous meeting were approved as a true and accurate record.</p>	
<b>Presentation on CCTV Investment</b>	<p>JH handed over to Gary Chester to discuss the CCTV Project. GC introduced himself – he was previously the chairman of the Winsford 1-5 BID. A key deliverable was to deliver CCTV on Winsford Industrial Estate, however GC found it was a bit of a minefield. The BID hired consultants but hit a number of pitfalls, however they eventually came to a solution. GC provided his advice on the pitfalls of camera systems.</p>	

	<p>Winsford/Gadbrook are starting to see mechanical failures. The cameras are from Axis – market leaders in camera tec. Pan Tilt Zoom cameras are expensive to buy.</p> <p>GC explained that from experience the repair of the cameras runs in to £900. Since 2007 the world and technology has moved on significantly. Many have moved over to fixed cameras which have 4 lenses in them, and these lenses can be positioned anywhere desired and can even get 360 degree vision if all lenses are pointed in different directions. This is without the requirement of any motorisation. These cameras are cheaper and cost £1414 instead of £1900. They should also last longer.</p> <p>In terms of the licensing, the license is a single one off fee. This is paid for in order to connect a new camera in to the existing monitoring software. There is also a monthly hosting and support fee.</p> <p>GC would advise a fixed lens camera and to have one at the entrance of Gadbrook Park. GC would also recommend swapping to fixed lens units.</p> <p>CM asked about the monthly fee. GC replied that the cameras already have to pay a monthly fee and the monthly cost would be the same as the current monthly cost for each camera. This would be to replace the entrance camera and have a brand new camera at Dalby Court.</p> <p>There were no further questions. The Board thanked Gary for his input and GC left the meeting.</p> <p>Everyone voted in favour of the suggestions for the CCTV cameras.</p>	<p>JH to initiate new cameras.</p>
<p><b>Review – Quarter 2 Accounts</b></p>	<p>JH informed the board that Groundwork took on board MR’s suggestions for accruing in the previous meeting. There was a slight overspend in Q2 due to the traveller incursions – there was an additional £5k for security patrols in February due to travellers. JH reported that there are no more plans to plough any more money in to security provision. The BID Team have approved for Butcher Barlow to proceed with an injunction for the site.</p> <p>JH asked what the timescale is for the injunction. It is hoped to be put in place by the end of this week. FJ asked if any costs were incurred for the park over the past few weeks due to latest traveller incursions. JH replied that no extra security was put on for this as it was on private property. JH needs to add in injunction costs for Q3.</p> <p>JH asked if there were any questions on the finance figures. There were none.</p>	<p>JH to add in injunction costs for Q3.</p>

	<p>JH reported that the BID's financial year is out of sync with CWAC's. The Bid draws down 45% in April, 45% in September and 10% at the end of March. Pro-rated invoices went out for BID 3 at the start of November.</p> <p>£35k of BID levy has been collected as the invoices were sent out in November. The second set of invoices haven't been collected yet due to Covid-19. JH needs to speak to Business Rates to make sure the money isn't delayed and that the cash is brought over in September.</p> <p>BID levy invoices didn't go out until the end of June due to Covid 19. Payment is due at the end of July and businesses can enter in to a payment plan if they wish.</p> <p>MR asked on the forecast for Q3 where there are blanks, is this due to anticipating no expenditure at all? JH replied yes.</p> <p>JH is getting queries from a long standing BID member who doesn't want to pay the levy. 2x new tenants have moved in and they weren't aware of the BID.</p> <p>MR asked how much less the BID is spending on security now. JH replied approximately £30k a year.</p>	<p>JH to speak to Business Rates to ensure the BID money isn't delayed.</p>
<p><b>Project Update Report</b></p>	<p>HS went through the project update report with the board. HS thanked James from the Hut Group as he has been a huge help during the traveller incursions. HS reported there had been a sinkhole. HS reported that there had been a problem with bins on Gadbrook Park with people putting waste in the business bins – people from outside the park had been bringing in trailers and putting rubbish in the bins. HS informed the board on the made smarter programme for businesses to take advantage of. HS asked if there were any questions on the report. There were none.</p>	
<p><b>AOB and Date of next meeting</b></p>	<p>No further questions and no AOB.</p> <p>Next meeting date: 16th or Thursday 17th September.</p>	